



CANCELLATION POLICY

We are very pleased to participate in your healthcare needs and have set aside time for your appointment. We understand that sometimes it is necessary to cancel or reschedule an appointment. In consideration of the others who need care, we ask that you observe our cancellation policy which follows:

OUR OFFICE REQUIRES AT LEAST 24 HOURS NOTICE FOR ALL APPOINTMENT CANCELLATIONS. IF YOU ARE UNABLE TO PROVIDE 24 HOURS NOTICE, YOU WILL BE BILLED A \$25-50 CHARGE FOR YOUR SCHEDULED APPOINTMENT TIME. ESTABLISHED PATIENTS THAT FAIL TO KEEP THREE APPOINTMENTS IN THE SPAN OF ONE YEAR WILL BE DISMISSED FROM THE PRACTICE.

NO SHOW APPOINTMENTS

It is the policy of Bellevue Family Practice to monitor and manage "no show" appointments. This is necessary to ensure that we are able to provide timely access for all patients to our providers. Undue numbers of unutilized appointments delays necessary medical care for patients.

After an established patient has three "no-show" appointments, that patient and any person who is either a guarantor for, or guarantee of, the account in questions may be discharged from our practice and asked to seek healthcare with another physician.

NEW PATIENTS

Patients seeking to establish care with Bellevue Family Practice who fail to cancel or reschedule their initial appointments at least 24 hours prior to the scheduled appointment are also considered to be a "no-show". The third instance of failing to keep their initial appointment as scheduled will result in denial of entry to the practice.